

(2S)

DATE: 8 MAY 1984MEMORANDUM FOR: DDA/ODP/MS/MARK ROOM: 2D0109

FROM:

Contracting Officer/GPB/PD/OL

SUBJECT:

WANG Task Order Number 84-D-

533706-128

1. Attached hereto are two receiving report copies of subject order/contract. The order/contract provides for the supplies and/or services to be delivered direct to your activity.

2. For purposes of assuring that (a) Contractor furnishes the supplies/services on a timely basis, (b) to provide for the orderly payment to Contractor and (c) to eliminate administrative follow-up action, your compliance with the following instructions is requested:

## INSTRUCTIONS:

- a. DELIVERY - If Contractor fails to furnish the supplies/services by the date shown on the order/contract, or if the supplies/services are damaged or otherwise unsatisfactory, notify
- b. RECEIVING REPORT - Immediately upon receipt and acceptance of all the supplies or services of the order/contract, complete the attached receiving report copies (1) indicate opposite each item, the quantity accepted, (2) indicate the date received, pieces, etc., sign in space provided (NOTE: Signature by an Approving Official required), (3) turn over, staple both copies to this memo and forward to address shown.

NOTE: For Partial Deliveries - Forward to the address shown on reverse, a short memo which sets forth brief description, item No. and quantity received.

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/ Signature

Enclosure:

Receiving Report (2 copies)

Distribution:

Original - Addressee

1 - OL/PD/Jacket

DATE: \_\_\_\_\_

MEMORANDUM FOR: Office of Logistics  
Procurement Division

SUBJECT: Receiving Report

In accordance with instructions contained on reverse,  
attached hereto are two copies of receiving report.

\_\_\_\_\_  
Signature

Enclosure:  
Receiving Report